

Archive Searches

This fact sheet has been designed to provide you with information about Archive Searches. It addresses some of the frequently asked questions we receive about this type of search.

What is an Archive Search?

An Archive Search is carried out when someone wishes to obtain older building plans. Building Application files have a currency period of two years. When an application is completed or when the two year currency period has expired, it is archived. The file is able to be retrieved from Council archives through an Archive Search.

Council makes **NO** guarantee that every property has archived plans available, so read the disclaimer on the Archive Search Request Form very carefully as some searches may be unsuccessful and no refund will be provided.

Owners Consent is required

Owners consent is required to allow an Applicant (customer) to view and purchase copies of plans/documents from an archived application file if the Applicant is not the legal property owner. Owners consent must be attached to the application if it's applicable.

Tips for completing the archive Search Request form

- Let us know what information you are hoping to retrieve from the development application file. E.g. Soil report, approved plans, final certificates etc.
- Make sure you include how you would like to receive the information i.e. by email, post or collect in person at a Council office.
- Please note that photocopying will incur additional charges.

What happens when the file has been retrieved

If you have indicated on the form what you are looking for and how you wish to receive it then an officer will be in touch with the results of the search.

The file cannot leave Council Office's so you are welcome to attend either office to view the Application file.

How do I lodge an application?

Email:

Send your completed application form to enquiries@cassowarycoast.qld.gov.au.

Post:

Po Box 887
Innisfail QLD 4860

In person:

Innisfail Shire Hall (Rankin Street entrance)
Level 3, 70 Rankin Street
INNISFAIL QLD 4860

Tully Civic Centre (Level 2),
38-40 Bryant Street
TULLY QLD 4854

www.cassowarycoast.qld.gov.au



What fees and charges will apply?

To view Council's fees and charges for an Archive search visit www.cassowarycoast.qld.gov/feesandcharges.

Further Information

For further information contact Council at 1300 763 903 or email enquiries@cassowarycoast.qld.gov.au.